

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input type="checkbox"/> IS NOT A SMALL BUSINESS SET ASIDE		PAGE OF PAGES 1 6		
1. REQUEST NO. DTFAAC-13-Q-00003		2. DATE ISSUED 12/11/2012		3. REQUISITION/PURCHASE REQUEST NO. AC-13-00106		
4a. ISSUED BY AMQ-310 CONTRACTING TEAM FAA AERONAUTICAL CENTER PO BOX 25082 MPB ROOM 380 OKLAHOMA CITY OK 73125				5. DELIVERY BY (Date)		
				6. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
				8. DESTINATION		
				a. NAME OF CONSIGNEE A6973E7F		
4b. FOR INFORMATION CALL: (No collect calls)						
NAME Harold Hannah		AREA CODE 405		TELEPHONE NUMBER 954-7853		
7. TO:						
a. NAME		b. COMPANY				
c. STREET ADDRESS				c. CITY OKLAHOMA CITY		
d. CITY		e. STATE		f. ZIP CODE		
				d. STATE OK		
				e. ZIP CODE 731696901		
9. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 4a ON OR BEFORE CLOSE OF BUSINESS (Date) 12/19/2012 1700 CT		IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 4a. This request does not commit the Contract Authority to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or services. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.				
10. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)		QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Period of Performance: 01/01/2013 to 12/31/2013</p> <p>Continued ...</p>					
11. DISCOUNT FOR PROMPT PAYMENT			a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS NUMBER PERCENTAGE
NOTE: Additional provisions and representations <input type="checkbox"/> are <input type="checkbox"/> are not attached						
12. NAME AND ADDRESS OF QUOTER			13. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		14. DATE OF QUOTATION	
a. NAME OF QUOTER						
b. STREET ADDRESS			15. SIGNER			
c. COUNTY			a. NAME (Type or print)		b. TELEPHONE	
					AREA CODE	
d. CITY			e. STATE		f. ZIP CODE	
					c. TITLE (Type or print)	
					NUMBER	

CONTINUATION SHEET

 REFERENCE NO. OF DOCUMENT BEING CONTINUED
 DTFAAC-13-Q-00003

PAGE 2 OF 6

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) 1 Canon 5000 I, ID# 10428837. Based on 2,000 impressions per month. Includes all labor, parts, and consumables except paper. Contractor supplies software licensing for Canon Support, includes Canon certified technicians, and average 2 hour on-site response time. (Located in OKC) Price per Month _____ ISO9000: N				
0002	FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) Overage click charges for above Canon 5000 I. Overage impressions to be billed at separate rate. All overages to be reconciled monthly. (Located in OKC) Price per impression _____ ISO9000: N				
0003	FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) "Full Service Maintenance Based on 2,000,000 impressions per month combined total for all four machines. (M-F, 8-5) (2) Kodak EX150, (1) Canon i1110, (1) Canon vp7110 Price per Month _____ ISO9000: N				
0004	FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) Combined Overage clicks on all printers listed in item 3 above B/W only, Price per impression _____ ISO9000: N . Continued ...				

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0005	<p>FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) Full Service maintenance Ricoh Pro C900S up to 50,000 impressions.</p> <p>Includes labor only on 18" coater"</p> <p>Price per Month _____</p> <p>ISO9000: N</p>				
0006	<p>FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) Unscheduled maintenance parts and supplies on 18" coater from item 5 above. (This line to be bulk fuded, no bid is required) ISO9000: N</p>				
0007	<p>FY13 Full service maintenance (8:00 a.m to 5:00 p.m Monday - Friday) Overage click charges for above Ricoh Pro C900S</p> <p>B/W _____ per impression</p> <p>Color _____ per impression</p> <p>ISO9000: N</p> <p>.</p> <p>.</p> <p>All work shall be performed in accordance with the attached Performance Work Statement (3 pages)</p> <p>3.2.2.5-1 Terms and Conditions-Simplified Purchases (Services and Supplies) (October 2012)</p> <p>(a) 3.1-1 Clauses and Provisions Incorporated by Reference (July 2011) This screening information request (SIR) or contract, as applicable, incorporates by reference the provisions or clauses listed below with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make the full text available, or offerors and contractors may obtain the full text via Internet at: https://conwrite.faa.gov.</p> <p>3.1.7-2 Organizational Conflicts of Interest (August 1997)</p> <p>3.2.2.3-82 Prohibition on Conducting Restricted Business Operations in Sudan - Certification (July 2012)</p> <p>3.2.2.7-6 Protecting the Government's Interest when Subcontracting with Contractors Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED DTFAAC-13-Q-00003	PAGE 4	OF 6
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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Debarred, Suspended, or Proposed for Debarment (April 2011) 3.2.5-1 Officials Not to Benefit (April 1996) 3.2.5-3 Gratuities or Gifts (January 1999) 3.2.5-4 Contingent Fees (October 1996) 3.2.5-5 Anti-Kickback Procedures (October 2010) 3.2.5-8 Whistleblower Protection for Contractor Employees (April 1996) 3.3.1-1 Payments (April 1996) 3.3.1-15 Assignment of Claims (April 1996) 3.3.1-33 System for Award Management (August 2012) 3.3.1-34 Payment by Electronic Funds Transfer/System for Award Management (August 2012) 3.3.2-1 FAA Cost Principles (October 1996) 3.6.1-7 Limitations on Subcontracting (July 2008) 3.6.2-8 Affirmative Action Compliance (April 1996) 3.6.2-9 Equal Opportunity (August 1998) 3.6.2-13 Affirmative Action for Workers With Disabilities (October 2010) 3.6.2-38 Certification of Knowledge Regarding Child Labor End Products (July 2007) 3.6.2-39 Trafficking in Persons (January 2008) 3.6.2-44 Notification of Employee Rights Under the National Labor Relations Act (January 2012) 3.6.3-16 Drug Free Workplace (February 2009) 3.6.4-5 Buy American Act-Steel and Manufactured Products (July 2010) 3.6.4-10 Restrictions on Certain Foreign Purchases (January 2010) 3.6.4-19 Prohibition on Engaging in Sanctioned Activities Relating to Iran-Certification (January 2012) 3.9.1-1 Contract Disputes (October 2011) 3.9.1-2 Protest After Award (August 1997) 3.9.1-3 Protest (October 2011) 3.10.1-7 Bankruptcy (April 1996) 3.10.1-25 Novation and Change-of-Name Agreements (October 2007) 3.13.-3 Printing or Copying Double-Sided on Postconsumer Fiber Content Paper (January 2012) 3.13-4 Contractor Identification Number-Data Universal Numbering (DUNS) Number (August 2012) 3.13-5 Seat Belt Use by Contractor Employees (January 1999) 3.13-13 Contractor Policy to Ban Text Messaging While Driving (February 2011) (b) The Contractor shall comply with the following additional AMS clauses, incorporated by reference, unless the circumstances do not apply: 3.1.7-6 Disclosure of Certain Employee Relationships (July 2009) 3.2.5-7 Disclosure Regarding Payments to Influence Certain Federal Transactions (October 2010) 3.3.1-24 Fast Payment Procedures (October 1996) 3.6.2-2 Convict Labor (April 1996) 3.6.2-3 Walsh-Healey Public Contracts Act Representation (October 2010) 3.6.2-4 Walsh-Healey Public Contracts Act (October 2010) 3.6.2-5 Certification of Nonsegregated Facilities (February 2009) 3.6.2-12 Equal Opportunity for Veterans (February 2011) 3.6.2-14 Employment Reports on Veterans (February 2011) 3.6.2-28 Service Contract Act of 1965, as Amended (October 2010) Continued ...				

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED DTFAAC-13-Q-00003		PAGE 5	OF 6
NAME OF OFFEROR OR CONTRACTOR					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>3.6.2-31 Fair Labor Standards Act and Service Contract Act-Price Adjustment (April 1996)</p> <p>3.6.4-2 Buy American Act-Supplies (July 2010)</p> <p>3.10.4-16 Responsibility for Supplies (April 1996)</p> <p>(c) The Contractor shall comply with the following AMS provisions or clauses that the Contracting Officer has indicated as being incorporated by reference:</p> <p>___ 3.6.3-13 Recycle Content and Environmentally Preferable Products (April 2009)</p> <p>___ 3.6.3-20 IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)</p> <p>___ 3.6.3-20 Alternate I IEEE 1680 Standard for the Environmental Assessment of Personal Computers (January 2011)</p> <p>___ 3.10-1-8 Suspension of Work (August 1998)</p> <p>_X_ 3.10.1-9 Stop Work Order (October 1996)</p> <p>___ 3.10.1-9 Stop Work Order, Alternate I (October 1996)</p> <p>___ 3.10.1-10 Stop Work Order-Facilities (June 1999)</p> <p>___ 3.10.1-11 Government Delay of Work (April 1996)</p> <p>_X_ 3.10.1-12 Changes-Fixed Price (April 1996)</p> <p>___ 3.10.1-12 Changes-Fixed Price, Alt I (April 1996)</p> <p>_X_ 3.10.1-12 Changes-Fixed Price, Alt II (April 1996)</p> <p>___ 3.10.1-12 Changes-Fixed Price, Alt III (April 1996)</p> <p>___ 3.10.1-12 Changes-Fixed Price, Alt IV (April 1996)</p> <p>___ 3.10.1-12 Changes-Fixed Price, Alt V (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement, Alt I (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement, Alt II (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement, Alt III (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement, Alt IV (April 1996)</p> <p>___ 3.10.1-13 Changes-Cost-Reimbursement, Alt V (April 1996)</p> <p>___ 3.10.1-26 Contractor Performance Assessment Reporting System (July 2011)</p> <p>_X_ 3.10.6-1 Termination for Convenience of the Government (Fixed-Price) (October 1996)</p> <p>___ 3.10.6-2 Termination for Convenience of the Government (Educational and Other Nonprofit Institutions) (October 1996)</p> <p>___ 3.10.6-3 Termination (Cost-Reimbursement) (October 2011)</p> <p>___ 3.10.6-3, Alt I Termination (Cost-Reimbursement) Alternate I (October 1996)</p> <p>___ 3.10.6-3, Alt II Termination (Cost-Reimbursement) Alternate II (January 1998)</p> <p>___ 3.10.6-3, Alt III Termination (Cost-Reimbursement) Alternate III (October 1996)</p> <p>___ 3.10.6-3/alt4 Termination (Cost-Reimbursement) Alternate IV (October 1996)</p> <p>___ 3.10.6-3/alt5 Termination (Cost-Reimbursement) Alternate V (October 1996)</p> <p>_X_ 3.10.6-4 Default (Fixed Price Supply and Services) (October 1996)</p> <p>___ 3.10.6-5 Default (Fixed-Price Research and Development) (October 1996)</p> <p>___ 3.10.6-6 Default (Fixed Price Construction) (October 1996)</p> <p>___ 3.10.6-7 Excusable Delays (October 1996)</p> <p>(d) Warranty. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.</p> <p>(e) Inspection and Acceptance. The Contractor must only tender for acceptance those</p> <p>Continued ...</p>				

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAGE	OF
	DTFAAC-13-Q-00003	6	6

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>supplies or services that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or re-performance of nonconforming services at no increase in contract price. If repair, replacement or re-performance will not correct the defects or is not possible to correct the defects in a time period deemed reasonable by the Government, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights:</p> <p>(1) Within a reasonable time after the defect was discovered or should have been discovered; and</p> <p>(2) Before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.</p>				

Performance Work Statement

1. PROJECT/TITLE

Scanner / Printer Maintenance for Canon, Kodak and Ricoh Equipment
AC-13-00106

2. BACKGROUND

The Media Solutions Division (AMI-700) requires the renewal of Canon, Kodak and Ricoh maintenance for Oklahoma City as described below.

Maintenance for the equipment listed below includes all labor, parts, and consumables as identified in the SCOPE section below. Vendor supplies software licensing for Canon, Kodak and Ricoh support, certified technicians for Canon, Kodak and Ricoh color machines, and a 2 hour on site response time. The vendor must be a single point of contact for service and supplies. No third party service is authorized.

Performance will commence January 1st, 2013 and continue through December 31st, 2013.

3. SCOPE

Item 0001: Full service maintenance (8:00 a.m to 5:00 p.m Monday – Friday)

1 Canon 5000 I, ID# 10428837. Based on 2,000 impressions per month. Includes all labor, parts, and consumables except paper. Contractor supplies software licensing for Canon Support, includes Canon certified technicians, and average 2 hour on-site response time. (Located in OKC)

Item 0002: Overage click charges for above Canon 5000 I. Overage impressions to be billed at separate rate. All overages to be reconciled monthly. (Located in OKC)

Item 0003: Full service maintenance (8:00 a.m to 5:00 p.m Monday – Friday) for (4) PRINTERS

1 Kodak EX150 ID# 11119897, High Capacity Stacker, Extra Paper Module, Finisher, and Post Process Inserter.

1 Kodak EX150 ID# 11120230, High Capacity Stacker, Extra Paper Module, Finisher, Post Process Inserter, and puncher.

Canon Image Runner 110, ID# 10428846, High Capacity Stacker, Extra Paper Module, Finisher

1 Canon VP7110, ID# 10391893, High Capacity Stacker, Extra Paper Module, Finisher,

Based on 2,000,000 impressions per month combined total for all four machines. Includes all labor, parts, and consumables except paper. Contractor supplies software licensing for Canon and Kodak Support, Includes Canon and Kodak certified technicians, and average 2 hour on-site response time. (Located in OKC)

Item 0004: Overage click charges in excess of 2 million per month for the following equipment listed in Item 0003 above:

2 - Kodak EX150. ID#'s 11119897, 11120230
1 - Canon Image Runner 110. ID# 10428846
1 - Canon VP7110 ID# 10391893
All overages to be reconciled monthly. (Located in OKC)

Item 0005: Full Service Maintenance (8:00 a.m to 5:00 p.m Monday – Friday)

1 Ricoh Pro C900S ID# 11923073. All labor, parts, toner, and staples included. Includes 50,000 color copies per month. Vendor supplies software licensing for Ricoh support, Ricoh certified technicians, and 2 hour on site response time. Includes maintenance only on TEC Lighting XTRA coat 18" coater, does not include supplies or parts for coater. (Located in OKC)

Item 0006: Parts or supplies for TEC Lighting XTRA coat 18" inline coater referenced in Item 0005 above. To be ordered on an as-needed basis. (Located in OKC)

Item 0007: Overage click charges for above Ricoh Pro C900S. Overage impressions to be billed at separate rates for Color and B&W. All overages to be reconciled monthly. (Located in OKC)

4. DELIVERY SCHEDULE

Full service maintenance: 8:00 a.m to 5:00 p.m Monday – Friday excluding all Federal Holidays with the ability to turn in calls after hours for support the next business day. Vendor shall supply all labor, parts, toner, and consumables except paper. Vendor shall supply software licensing and certified technicians, with a 2 hour on site response time.

Overage click charges: Applied to all clicks above the designated clicks on each machine.

ALTO software support: To cover all parts supplies and labor on all equipment, maintain all associated software. Maintain support on all ALTO server and client machines installing all updates provided by Alto Imaging. All machines will be maintained with a two hour or less onsite response time. ALTO support is not separately priced.

5. GOVERNMENT-FURNISHED EQUIPMENT AND INFORMATION

The COR or a COR designated representative who, on behalf of the Government, will provide access and act as an escort, grant approvals, provide information and otherwise be available to assist the service specialist in facilitating the delivery of services. The Government will provide desk space, telephone service and access to the equipment as appropriate through the duration of this effort.

6. PLACE OF PERFORMANCE

Unless otherwise agreed to by both parties, all work is to be performed on site at the following locations:

FAA/MMAC in Oklahoma City, OK.

Mike Monroney Aeronautical Center

Federal Aviation Administration
6500 S. MacArthur Blvd.
Oklahoma City, OK 73169

Multipurpose Building (Building 24) Room B-1

7. PERIOD OF PERFORMANCE

The period of performance is 01/01/2013-12/31/2013

8. SECURITY

Due to security requirements at the center, Service Personnel will be requested to fill out the necessary security forms, and may be issued MMAC access badges.

In the event the technician does not have an access badge, the technician will require escorted access when on the MMAC Campus. Either the COTR or a COTR designated representative, on behalf of the Government, will provide access and act as an escort as required.

9. TRAVEL

N/A

BUSINESS DECLARATION

- 1 Name of Firm: _____ Tax Identification No.: _____
- 2 Address of Firm: _____ DUNS No.: _____
- 3 a. Telephone Number of Firm: _____ b. Fax Number of Firm: _____
- 4 a. Name of Person Making Declaration _____
- b. Telephone Number of Person Making Declaration _____
- c. Position Held in the Company _____
- 5 Controlling Interest in Company (*"X" all appropriate boxes*)
- ☐ a. Black American ☐ b. Hispanic American ☐ c. Native American ☐ d. Asian American
- ☐ e. Other Minority (*Specify*) _____ ☐ f. Other (*Specify*) _____
- ☐ g. Female ☐ h. Male ☐ i. 8(a) Certified (*Certification letter attached*) ☐ j. Service Disabled Veteran Small Business
- 6 Is the person identified in Number 4 above, responsible for day-to-day management and policy decision making, including but not limited to financial and management decisions?
- ☐ a. Yes ☐ b. No (*If "NO," provide the name and telephone number of the person who has this authority.*) _____
- 7 Nature of Business (*Specify all services/products (NAIC)*) _____
- 8 (a) Years the firm has been in business _____ (b) No. of Employees _____
- 9 Type of Ownership: ☐ a. Sole Ownership ☐ b. Partnership
- ☐ c. Other (*Explain*) _____
- 10 Gross receipts of the firm for the last three years:
- | | | |
|-------------------------|---------------------------|---------------------------|
| | a.1. Year Ending: _____ | b.1. Gross Receipts _____ |
| a.2. Year Ending: _____ | b.2. Gross Receipts _____ | a.3. Year Ending: _____ |
| | | b.3. Gross Receipts _____ |
- 11 Is the firm a small business? ☐ a. Yes ☐ b. No
- 12 Is the firm a service disabled veteran owned small business? ☐ a. Yes ☐ b. No
- 13 Is the firm a socially and economically disadvantaged small business? ☐ a. Yes ☐ b. No

***I DECLARE THAT THE FOREGOING STATEMENTS CONCERNING _____
ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF. I AM
AWARE THAT I AM SUBJECT TO CRIMINAL PROSECUTION UNDER THE PROVISIONS OF 18 USCS 1001.***

14. a. Signature _____ b. Date: _____
- c. Typed Name _____ d. Title: _____